

PERMIT PROCEDURES ALARM DEALERS – IN STATE

Application Procedures

The attached application must be completed **in its entirety**, notarized, and submitted to the License Section accompanied by the following:

Liability Insurance Certificate and Tax Letter of Good Standing

- Copy of policy or certificate in an amount no less than \$250,000.
- Policy or certificate must be issued by a company or agent licensed by the State of Ohio pursuant to Ohio Revised Code 3905.30.
- Policy or certificate must contain an endorsement providing for **10 days notice of cancellation or change** to the City of Columbus – License Section, 750 Piedmont Rd – South Entrance, Columbus, Ohio 43224
- A “Letter of Good Standing” is now required from the City’s department of taxation. Questions on how to obtain this should be directed to the City of Columbus Department of Income Tax at 614-645-7370

Criminal Background Check

- Effective January 5, 2009 **all in state applicant’s** background checks must come from the State of Ohio Bureau of Criminal Identification and Investigation (BCI&I). This background check should be preformed **in person** at our office (address below), and the cost is \$32.00. If this background check is going to be done outside our office, prior arrangements **must** be made **in advance** with License Officer Andrew Bowden.
- This background check is valid for one year, and can be used for multiple licenses.

Checks and Payment

Applications will only be processed if two (2) **separate** checks (or money orders) are received by our office in the following amounts:

- A Check or money order in the amount of **\$42.00** payable to *City Treasurer- License Section* (\$32.00 for BCI check, \$10.00 for application fee)
- A check or money order in the amount of **\$200.00** payable to the *City Treasurer- License Section* (\$200.00 for licensure fee)

If a background check is submitted from an outside agency, the total cost is \$210.00, payable in one check.

All checks must be dated within the 30 days prior to the date the application is received. No post dated checks will be accepted!

Our office does accept Visa, Mastercard and Discover cards in person. No credit cards are accepted via mailed in applications.

SUBMIT THE ABOVE REQUIRED INFORMATION TO:

**Department of Public Safety
License Section – Alarm Unit
750 Piedmont Road (South Entrance)
Columbus, OH 43224
Phone: 614-645-8366 or 614-645-7960**

Applicants Applying in Person

- A valid government issued ID (Drivers License, Passport, Military ID) is required for all licenses to be processed.
- Applications can be notarized (free of charge) at the License Section during normal business hours.
- License Section hours are 8:00 A.M. – 3:00 P.M. Monday - Friday

Failure to complete **all of the above information** will result in the return of your application, which may cause non-compliance with City of Columbus codes.